

Directors' Coordinator

Job Description

- Represents the interests of the regional directors on the Regional Management Team.
- Communicates with directors in her region to assess their needs.
- Provides and facilitates a forum for directors at regional events.
- Communicates directors' needs and the needs of their chapters to the Education Coordinator.
- Maintains contact with appropriate staff members at international headquarters.
- Maintains comprehensive records and forwards materials to successor.
- Trains her successor.
- Appoints staff to assist in the implementation of her responsibilities.

Maintain Lines of Communication with Directors

The key to success as a coordinator is communication. It is important to remember that not only does the coordinator dispense information to the directors but she must be a good listener. In some cases, it may be necessary to “read between the lines” of what is said. The options for keeping lines of communication open may include phone calls, forums, structured classes, newsletters, and certainly e-mail.

Ways to foster communication:

- Call or e-mail on a monthly or bi-monthly basis to listen and advise.
- Inform the directors of “trends” noted by the judges following each competition.
- A “Directors' Column” in the regional newsletter for reminders of special dates, etc.
- A private newsletter.
- A private (Front Line Directors Only) e-group for exchange of ideas or to post coaching dates that might be shared.

Represent the Directors' Interest

As the Director's representative on the RMT, the DC is charged with protecting their interests in team decisions. Likewise, their educational concerns should be addressed through close cooperation with the Education Coordinator.

It is, therefore, important to gather input from the Directors regarding those topics most important to them. This may be done in the following ways:

- Provide an opportunity for the directors to gather at each regional meeting.
- Use of surveys and questionnaires (either paper or online) for needs assessments.
- Provide a topic for discussion on a chat room.
- Encourage contact with the coordinator to voice opinions.
- Ask for information related to impending decisions by the team.

The DC should work closely with the Education Coordinator to ensure that the educational needs of the directors and their choruses are being met.

- Consult with the Education Coordinator to outline goals for the term
 - Separate classes at regional event
 - A “retreat” weekend (may include: assistants, DCP members, other musical leaders)
- Discuss choice of faculty
- Assist the Education Coordinator in providing aid to directors experiencing difficulty in their role as educational leaders for their chorus
 - Low scores
 - Membership loss through dissatisfaction (include Membership Coordinator in these discussion – she may be the first to hear of the problem)

How to Conduct a Directors' Forum

One important function of a Directors' Coordinator is to provide opportunities for directors to get together for various purposes, and to manage those meetings in a way that will promote ongoing inspiration, education, and harmony among the directors in region.

Determine the Structure of the Forum

Before planning the format of the forum, its structure must be determined. Consider the goal of the forum and how that goal is to be accomplished before selecting one of the following structures for the meeting:

- **Informal networking** creates an atmosphere of safety and camaraderie for the purpose of exchanging ideas and methods of dealing with mutual problems. An informal networking structure may be desirable if some of the directors are new and would benefit from contact with other directors. This kind of meeting is best held in a casual setting with a comfortable ambiance. An open-ended time frame may best accommodate the flow of conversation and exchange of information.
- **Formal meeting** is more structured and used to disperse information needed by the directors. This kind of meeting may be held in a formal conference-type setting with a set time frame.
- **Education-based meeting** is held for the purpose of director education. The setting for this meeting depends on the kind of education to be given (a class in directing techniques may require more open space than a class in rehearsal planning). Depending on the type of education, this meeting may be held over a longer period of time such as a daylong seminar.

You may find that a combination of meeting structures works best. For example, begin an informal meeting with the more formal activity of dispersing information.

Determine the Time and Place of the Forum

Most forums will occur at regional meetings as that is when most of the directors are together in one place. The informal meeting could be planned outside the time frame of the regularly scheduled classes while the educational meeting could be scheduled as part of the weekend classes. The requirements of the forum such as room size, set up and microphones, flip chart needs should be made known to the Events Coordinator.

Determine the Content

The subjects to be discussed or taught during the forum should be based on information gathered from various sources. A questionnaire is one of the most direct methods of determining what is wanted and needed by the directors. In addition to questionnaires, evaluations by the directors from prior meetings can be useful sources of information. Phone calls or e-mails to directors may provide free-form input. *Forward Motion* and *Pitch Pipe* articles, and other educational materials available from international headquarters also are good sources of ideas for discussions and education.

Conduct the Meeting

Any meeting should begin with introductions of all present, with special emphasis on new directors and invited guests.

Depending on the structure of the meeting, an agenda might be appropriate. Written agendas should be sent to directors prior to the meeting, giving them time to study the subjects and prepare for the discussions. Though the informal networking structure may not require an agenda, it is a good idea for the Directors' Coordinator to prepare some interesting topics.

It is the job of the Directors' Coordinator to guide, but not interfere with discussions, and to keep the discussion on track. The structure and the time frame of the meeting also will determine how strictly the coordinator keeps to the agenda. A written agenda affords the coordinator a ready tool for keeping the meeting moving forward in a focused manner.